

## **DEPARTMENT OF PUBLIC SAFETY**

### **REGULATIONS REGARDING BUILDING OFFICIAL LICENSURE**

#### **Sec. 29-262-1b. Classes of licensure**

The classes of licensure are as follows:

- (1) Building official;
- (2) Assistant building official;
- (3) Residential building inspector;
- (4) Plan review technician;
- (5) Mechanical inspector;
- (6) Electrical inspector;
- (7) Plumbing inspector;
- (8) Heating and cooling inspector; and
- (9) Construction inspector.

#### **Sec. 29-262-2b. Building official duties, minimum qualifications and continuing education requirement**

- (a) The duties and minimum qualifications of a building official are as set forth in section 29-261 of the Connecticut General Statutes.
- (b) Each building official shall attend a minimum of ninety (90) hours of approved continuing education programs over consecutive three-year periods.

#### **Sec. 29-262-3b. Provisional building official appointments**

- (a) The duties of a provisional building official are as set forth in subsection (a) of section 29-262 of the Connecticut General Statutes.
- (b) The minimum qualifications that shall be demonstrated prior to appointment as a provisional building official are as follows:
  - (1) The appointee shall have had at least five years of experience in construction, design or supervision;
  - (2) The appointee shall be generally informed regarding the quality and strength of building materials;
  - (3) The appointee shall be generally informed regarding the accepted requirements of building construction;
  - (4) The appointee shall be generally informed regarding the accepted requirements of design and construction relating to accessibility to and use of buildings by the physically handicapped;
  - (5) The appointee shall be generally informed regarding good practice in fire prevention;

- (6) The appointee shall be generally informed regarding the accepted requirements for light and ventilation;
  - (7) The appointee shall be generally informed regarding the accepted requirements for safe exit facilities and other items of equipment essential for the safety, comfort and convenience of occupants; and
  - (8) Prior to appointment, a candidate shall have filed an application for licensure as a building official with the state building inspector.
- (c) Not later than ninety (90) days after appointment as a provisional building official, such provisional building official shall have passed the state test for licensure as a building official. In the event that a provisional building official does not become licensed as a building official within the ninety (90) days after appointment as a provisional building official, the provisional appointment shall lapse and the appointee shall be ineligible for reappointment as a provisional building official by the original appointing authority.

**Sec. 29-262-4b. Assistant building official duties and minimum qualifications**

- (a) The duties and minimum qualifications of an assistant building official are as set forth in subsection (a) of section 29-261 of the Connecticut General Statutes.
- (b) Each assistant building official shall attend a minimum of ninety (90) hours of approved continuing education programs over consecutive three-year periods.

**Sec. 29-262-5b. Residential building inspector duties and minimum qualifications**

- (a) The residential building inspector performs the following duties under the direction of the building official or the assistant building official:
- (1) Reviews, analyzes and evaluates preliminary and final construction plans of one- and two-family detached dwellings and one-family townhouses and their accessory structures for compliance with applicable codes adopted as a portion of the State Building Code, referenced standards and other related regulations prior to the issuance of building permits;
  - (2) Passes upon any question relative to the mode, manner of construction or materials to be used in the erection, repair, addition or alteration of one- and two-family detached dwellings and one-family townhouses and their accessory structures pursuant to the provisions of applicable codes adopted as a portion of the State Building Code and in accordance with regulations adopted by the Department of Public Safety;
  - (3) Requires compliance with applicable codes adopted as a portion of the State Building Code; with all regulations lawfully adopted thereunder; and with laws relating to the construction, repair, addition, alteration, removal, demolition, integral equipment, location, use, occupancy and

maintenance of one- and two-family detached dwellings and one-family townhouses and their accessory structures, except as may otherwise be provided;

(4) Explains applicable codes and standards to contractors, architects, developers, engineers, property owners and other interested parties; and

(5) Enforces the correction of violations of applicable codes and standards at the scene of the installation by dealing directly with building owners, agents and contractors to achieve compliance with such codes, referenced standards and other related regulations.

(b) The minimum qualifications of a residential building inspector are as follows:

(1) Completion of high school, vocational school or the equivalent;

(2) Possession of least five (5) years of experience in the construction, design or supervision of the construction of one- and two-family detached dwellings and one-family townhouses;

(3) Be generally informed regarding the quality and strength of building materials, the accepted requirements of building construction, the accepted requirements for light and ventilation, the accepted requirements for safe exit facilities and other items of equipment essential for the safety, comfort and convenience of occupants of one- and two-family detached dwellings and one-family townhouses and their accessory structures; and

(4) Demonstration of the following:

(A) Ability to read and interpret plans and specifications of one- and two-family detached dwellings and one-family townhouses and their accessory structures;

(B) Ability to recognize faulty construction and unsafe conditions in new and existing one- and two-family detached dwellings and one-family townhouses and their accessory structures; and

(C) Ability to express oneself clearly and concisely both orally and in writing.

(c) Each residential building inspector shall attend a minimum of sixty (60) hours of approved continuing education programs over consecutive three-year periods.

#### **Sec. 29-262-6b. Plan review technician duties and minimum qualifications**

(a) The plan review technician performs the following duties under the direction of the building official or the assistant building official:

(1) Reviews, analyzes and evaluates preliminary and final construction plans for compliance with all applicable codes, referenced standards and other related regulations prior to the issuance of building permits;

(2) Explains codes and standards to contractors, architects, developers, engineers, property owners and other interested parties;

(3) Provides assistance to inspectors for correct interpretation of plans and codes of a difficult and complex nature; and

- (4) Prepares and maintains reports, records and correspondence relating to the review of plans.
- (b) The minimum qualifications of a plan review technician are as follows:
  - (1) Completion of high school, vocational school or the equivalent ;
  - (2) Possession of three (3) years of experience in the fields of building construction or code interpretation or enforcement; and
  - (3) Demonstration of the following:
    - (A) Thorough knowledge of applicable codes, referenced standards and other regulations;
    - (B) Ability to read and interpret plans and specifications;
    - (C) Knowledge of building construction materials and the principles, practices and methods of building design;
    - (D) Ability to examine and make recommendations on plans submitted for approval; and
    - (E) Ability to express oneself clearly and concisely, both orally and in writing.
- (c) Each plan review technician shall attend a minimum of ninety (90) hours of approved continuing education programs over consecutive three-year periods.

**Sec. 29-262-7b. Mechanical inspector duties and minimum qualifications**

- (a) The mechanical inspector performs the following duties under the direction of the building official or the assistant building official:
  - (1) Examines plumbing, heating, refrigeration, ventilation and air conditioning construction documents;
  - (2) Inspects installations; and
  - (3) Enforces correction of violations of plumbing and heating codes at the scene of the installation by dealing directly with building owners, agents and contractors to assure compliance with applicable codes, referenced standards and other related regulations.
- (b) The minimum qualifications of a mechanical inspector are as follows:
  - (1) Completion of high school, vocational school or the equivalent;
  - (2) Possession of either a valid P-1 "Unlimited Contractor" or P-2 "Unlimited Journeyman" license and either a valid S-1 "Unlimited Contractor" or S-2 "Unlimited Journeyman" license;
  - (3) Maintenance or improvement of the applicable trade license issued pursuant to Chapter 390 of the Connecticut General Statutes during his or her tenure in the position; and
  - (4) Demonstration of the following:
    - (A) Thorough knowledge of materials and methods used in the installation of plumbing, heating, air conditioning and refrigeration installations;
    - (B) Thorough knowledge of the applicable plumbing and mechanical codes, referenced standards and other regulations;
    - (C) Ability to read and interpret plans and specifications;

- (D) Ability to diagnose violations, hazards, and unsafe or unsanitary conditions caused by faulty materials or poor workmanship in new or existing mechanical installations; and
  - (E) Ability to express oneself clearly and concisely, both orally and in writing.
- (c) Each mechanical inspector shall attend a minimum of thirty (30) hours of approved continuing education programs over consecutive three-year periods.

**Sec. 29-262-8b. Electrical inspector duties and minimum qualifications**

- (a) The electrical inspector performs the following duties under the direction of the building official or assistant building official:
  - (1) Examines electrical and telecommunications construction documents;
  - (2) Inspects installations; and
  - (3) Enforces the correction of violations of the electrical codes at the scene of the installation by dealing directly with building owners, agents, and contractors, to assure compliance with applicable codes, referenced standards and other related regulations.
- (b) The minimum qualifications of the electrical inspector are as follows:
  - (1) Completion of high school, vocational school or the equivalent;
  - (2) Possession of a valid E-1 "Unlimited Contractor" license or an E-2 "Unlimited Journeyman" license for not less than two (2) years;
  - (3) Maintenance or improvement of the trade license issued pursuant to Chapter 390 of the Connecticut General Statutes during his or her tenure in the position; and
  - (4) Demonstration of the following:
    - (A) Thorough knowledge of the methods, materials and techniques of the electrical trade;
    - (B) Thorough knowledge of applicable codes, referenced standards and other related regulations;
    - (C) Ability to diagnose violations, unsafe conditions and hazards in new and existing electrical installations;
    - (D) Ability to read and interpret plans and specifications; and
    - (E) Ability to express oneself clearly and concisely, both orally and in writing.
- (c) Each electrical inspector shall attend a minimum of thirty (30) hours of approved continuing education programs over consecutive three-year periods.

**Sec. 29-262-9b. Plumbing inspector duties and minimum qualifications**

- (a) The plumbing inspector performs the following duties under the direction of the building official or assistant building official:
  - (1) Examines plumbing, piping and fire suppression system construction documents;

- (2) Inspects installations; and
  - (3) Enforces the correction of violations at the scene of the installation, by dealing directly with building owners, agents and contractors to assure compliance with applicable codes, referenced standards and other related regulations.
- (b) The minimum qualifications of a plumbing inspector are as follows:
  - (1) Completion of high school, vocational school or the equivalent;
  - (2) Possession of a valid P-1 "Unlimited Contractor" license or a P-2 "Unlimited Journeyman" license for a minimum of two (2) years;
  - (3) Maintenance or improvement of the applicable trade license issued pursuant to Chapter 390 of the Connecticut General Statutes during his or her tenure in the position; and
  - (4) Demonstration of the following:
    - (A) Thorough knowledge of applicable codes, referenced standards and other related regulations;
    - (B) Thorough knowledge of methods, materials and techniques of plumbing installations;
    - (C) Ability to diagnose plumbing code violations, hazards, unsafe conditions and unsanitary conditions in new and existing plumbing installations;
    - (D) Ability to read and interpret plans and specifications; and
    - (E) Ability to express oneself clearly and concisely, both orally and in writing.
- (c) Each plumbing inspector shall attend a minimum of thirty (30) hours of approved continuing education programs over consecutive three-year periods.

**Sec. 29-262-10b. Heating and cooling inspector duties and minimum qualifications**

- (a) The heating and cooling inspector performs the following duties under the direction of the building official or the assistant building official:
  - (1) Examines heating, refrigeration, ventilation and air conditioning construction documents;
  - (2) Inspects installations; and
  - (3) Enforces the correction of violations of the heating codes at the scene of the installation by dealing directly with building owners, agents and contractors to assure compliance with applicable codes, referenced standards and other related regulations.
- (b) The minimum qualifications of a heating and cooling inspector are as follows:
  - (1) Completion of high school, vocational school or the equivalent;
  - (2) Possession of a valid S-1 "Unlimited Contractor" license or an S-2 "Unlimited Journeyman" license for a minimum of two (2) years;

- (3) Maintenance or improvement of the applicable trade license issued pursuant to Chapter 390 of the Connecticut General Statutes during his or her tenure in the position; and
- (4) Demonstration of the following:
  - (A) Thorough knowledge of applicable codes, referenced standards and other related regulations;
  - (B) Thorough knowledge of the methods and materials used in the installation of heating, refrigeration, ventilation and air conditioning systems;
  - (C) Knowledge of steam fitting;
  - (D) Ability to read and interpret plans and specifications;
  - (E) Ability to diagnose violations, unsafe conditions, and hazards in new and existing heating and cooling installations; and
  - (F) Ability to express oneself clearly and concisely, both orally and in writing.
- (c) Each heating and cooling inspector shall attend a minimum of thirty (30) hours of approved continuing education programs over consecutive three-year periods.

**Sec. 29-262-11b. Construction inspector duties and minimum qualifications**

- (a) The construction inspector performs the following duties under the direction of the building official or the assistant building official:
  - (1) Examines documents of building construction, alteration or repair
  - (2) Inspects installations for compliance with applicable code requirements to ensure the safety of the occupants;
  - (3) Investigates for compliance with structural safety requirements; and
  - (4) Recommends to the building official corrective actions associated with the enforcement of unsafe conditions in new and existing installations, where warranted.
- (b) The minimum qualifications of a construction inspector are as follows:
  - (1) Completion of high school, vocational school or the equivalent;
  - (2) Possession of three (3) years of experience in building construction; and
  - (3) Demonstration of the following:
    - (A) Thorough knowledge of the materials, methods and techniques used in building construction;
    - (B) Thorough knowledge of applicable codes, referenced standards and other related regulations;
    - (C) Ability to read and interpret plans and specifications;
    - (D) Ability to recognize faulty construction or hazardous and unsafe conditions in new and existing installations; and
    - (E) Ability to express oneself clearly and concisely, both orally and in writing.

(c) Each construction inspector shall attend a minimum of thirty (30) hours of approved continuing education programs over consecutive three-year periods.

**Sec. 29-262-12b. System of control and reporting re continuing educational programs**

(a) Members of each class of licensure subject to the continuing educational requirements specified in sections 29-262-2b and 29-262-4b to 29-262-11b, inclusive, of the Regulations of Connecticut State Agencies shall submit proof of successful completion of each such continuing educational program attended to the Office of Education & Data Management (OEDM) within the Department of Public Safety, or successor office.

(b) Individuals subject to the provisions of subsection (a) of this section shall submit proof of successful completion of each such continuing educational program attended to OEDM or its successor not later than ninety (90) days after successful completion of the continuing educational program, unless the individual's three-year training cycle expires during the 90-day period. In such case, proof of successful completion shall be submitted before such training cycle expires.

(c) Such proof of successful completion of a continuing educational program shall be submitted on an application form prescribed by OEDM or its successor. Applicants shall submit such documentation as OEDM or its successor may require including, but not limited to, a certificate of completion or transcript.